



George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

ED27-CDL-SOP-002

Baseline

August 2, 1999

STANDARD OPERATING PROCEDURE

ED27 / STRUCTURAL & DYNAMICS TEST GROUP

CONTROL OF QUALITY RECORDS IN THE CONTROL DYNAMICS LABORATORY

**CHECK THE MASTER LIST—
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE**

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Control of Quality Records in the Control Dynamics Laboratory	ED27-CDL-SOP-002	Revision: Baseline
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DOCUMENT HISTORY LOG

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Baseline		2-20-98	Document number ED73-CDL-SOP-002
Baseline	Draft 1	8-2-99	Revision to accommodate changes in document number scheme due to reorganization and integration of documents.

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1. INTRODUCTION

1.1 Scope. This procedure defines the system used to control quality records in the control dynamics laboratory (CDL) at Marshall Space Flight Center.

1.2 Purpose. This procedure defines the system to fulfill the requirements of ED27-OWI-M&V-002 "Quality Records Control".

1.3 Applicability. This work instruction applies to all quality records controlled by the CDL.

2. APPLICABLE DOCUMENTS

ED27-OWI-M&V-003 *Test Report Control*

ED27-OWI-M&V-002 *Quality Records Control*

3. DEFINITIONS

Definitions listed in ED27-OWI-M&V-002 *Quality Records Control* apply.

4. INSTRUCTIONS

4.1 Test Data Backup. Magnetic media used to back up raw test data submitted in test reports will be kept for 5 years from the date of the test. Back ups will be made on either magnetic tape, CD-ROM, or floppy disks that are appropriately labeled with the TCP number and the test date. These back ups shall be stored in building 4619 room 124.

4.2 Test Report. Test reports generated after completion of analysis of test data shall be stored as described in ED27-OWI-M&V-003 *Test Report Control*.

4.3 Photographs. Photographic records will be taken during each test program and will be stored with the test report which is stored as described in ED27-OWI-M&V-003 *Test Report Control*.

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4.4 Calibration Records. Calibration records will be filed in room 124 and retained for at least the last 4 calibration cycles. Information on computer will be backed up at least every three months. Backup disks or tapes will be retained until the next backup. For all calibrated equipment, the records will contain the following: equipment control number (ECN), if assigned; equipment manufacturer; equipment model number; nomenclature; equipment serial number; calibration category; and calibration contact. Any category IV or V items calibrated by the user will include the standards used to calibrate the item and values required by the calibration procedure.

5. QUALITY RECORDS

- 5.1 Test data backup
- 5.2 Test report
- 5.3 Photographs
- 5.4 Calibration records
- 5.5 Calibrated equipment list